



Governor Brian Schweitzer

*Montana*  
**Department of Labor and Industry**  
**Business Standards Division**

# Memo

**To:** Lead Instructors  
**From:** Kenneth Threet, Training Coordinator  
**RE:** Update  
**Date:** July 28, 2005

Great day! I just wanted to send you a short memo to inform you of a couple of issues that affect you as the local Lead Instructor.

The Medical Director web-based tutorial is now available on line. The tutorial is designed to provide your local EMS Medical Director with information to assist them in functioning as a local EMS Service Medical Director. The tutorial is self-paced and allows them to view it as their time allows and lets them return if interrupted or if they wish to review a section at a later time. The web based program should not be accessed if your only option for internet connection is dial-up. A DSL or a high speed connection is necessary because of the file sizes. The tutorial will be expanded in the next few months, currently only the first 8 sections are posted. I've completed the sections that deal with Montana law and structure. The next sections will deal with issues such as quality assurance and trip report review to name a couple. The web site is [www.emt.mt.gov](http://www.emt.mt.gov), and then select the "topic" (from the right side of the screen) "Medical Director Documents.

There is a new verification form, please make sure that you are providing the medical director with the newest form. The newest form asks the physician to **PRINT** their name and license number. In the past without that information, we had a few signatures that we could not read and determine who the medical director was and it delayed our ability to issue the endorsement.

The new dates for the Lead Instructor program have been set for fall 2005 and spring 2006. The new dates and application can be accessed from our web site. We will begin to offer the second phase of the instructor materials. We will provide both the first and the new second part on Sunday. You or any one else from your community can attend either section. An application is required even if you are only attending the Sunday Instructor section.

Beginning in the next week or so, we'll be posting refresher courses on the Board web-site. A new section will be added under the topics section labeled refreshers. If you want your refresher posted for others to see and contact you to attend, then send me the necessary information. We are NOT APPROVING the refresher, only posting it. I will need to know the following; location, dates, type of refresher (EMT-F, EMT-B, etc) and contact information to include contact numbers, web-site or email addresses. We hope this will assist the EMT's who can not attend your local refresher or those areas who have already run the local refresher. Once again, we are not approving it or even reviewing them, just posting them to allow others to contact you.

The entire Lead Instructor manual (including curriculums) is now provided on a CD-ROM. If you need one prior to attending your Lead Instructor update, please email me and I'll send one to you. Paper manuals are still available for those who are not computer savvy, but we are trying to limit them due to the cost.

If you have any questions or concerns, feel free to contact me.

**Kenneth L. Threet, Training Coordinator**

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